



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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MAR 31 1997

IN REPLY
REFER TO **AQOC**

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97- 35, Central Contractor Registration (CCR)
(INFORMATION)**

This is an INFORMATION memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All contract management personnel and Deputies for Small Business.

The Director of Defense Procurement (DDP) is proposing that, for awards resulting from solicitations issued after September 30, 1997, the contractor must be registered in the CCR or the contract cannot be awarded. This step is being taken to permit use of the CCR to comply with the Debt Collection Improvement Act of 1996, which requires Federal agencies to have the Taxpayer Identification Number of every contractor and to pay every contractor through electronic funds transfer. Having the necessary contractor information centrally available through the CCR where it can be accessed by both contracting and payment offices will greatly enhance DoD's ability to comply with the law. The proposed rule will be issued shortly for public comment, and we expect that contractor registrations will accelerate as a result.

The Department of Defense has established the CCR process to permit expeditious, one time registration of contractors for all Federal agencies. Registration information includes basic business information, capabilities, and financial information. The CCR allows contractors to provide registration information to the Government once, although annual renewals will be required. Information can be updated at any time. This process, which is an initiative of the Federal Acquisition Streamlining Act, will benefit both the Department of Defense and the contractor community by permitting faster registration of contractors, across Federal agencies, with reduced effort.

DDP has requested, by memorandum dated February 10, 1997 (Attachment 1) that contractors learn of this registration requirement as soon as possible, and buying activities will take the lead in conveying this information to contractors. Contract Administration Offices (CAOs) should be aware of the CCR and its impact on Government contracting, and contract administration personnel should mention the proposed CCR registration requirement to contractors in the normal course of business, and may also distribute copies of the DDP memorandum.

Contractors may register via numerous means: the World Wide Web (WWW); dial up modem; DoD certified Value Added Networks, or via a paper copy. (The WWW address and modem instructions are contained in attachment 1.) The CCR Workbook for Web Registration, which may be downloaded from the CCR homepage, advises that trading



partners can use personal computers located at DCMC offices to register. Therefore, contract management personnel should assist contractors who may wish to register on the WWW at DCMC CAOs.

To encourage the use of electronic commerce (EC) with the Federal Government, regional Electronic Commerce Resource Centers (ECRC) have been established. ECRCs are operated under a DoD contract, with DLA designated as the overall program manager. ECRCs are a great source for helping contractors, particularly small businesses, with all aspects of EC and are very willing to help with CCR. The ECRC points of contact are listed on attachment 2 to this memorandum. A recent copy of the ECRC News will be mailed to CAOs separately to provide additional insight into the types of services they provide.

Another source for contractors to receive assistance with CCR is the Procurement Technical Assistance (PTA) centers. The DCMC Deputies for Small Business can assist contractors with locating the nearest PTA center.

Questions regarding the CCR process may be directed to Mr. Timothy J. Frank, AQOC, (703) 767-3431, or DSN 427-3431, or email tim_frank@hq.dla.mil.


JILL E. PETTIBONE
Executive Director
Contract Management Policy

Attachments



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000



ACQUISITION AND
TECHNOLOGY

February 10, 1997

DP/CPF

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN(RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTOR, PROCUREMENT POLICY, ASA(RD&A)/SARD-PP
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS
AGENCY

SUBJECT: Central Contractor Registration

Central Contractor Registration (CCR) allows Federal Government contractors to provide basic business information, capabilities, and financial information one time to the government. To make registration easier, on October 1, 1996, the Department of Defense (DoD) implemented the capability for contractors to register in the CCR through the World Wide Web. The CCR Web site may be accessed at <http://www.acq.osd.mil/ec>. Registration can also be accomplished via dial up modem at 614-692-6788 (User ID: ccrpub; Password: pub2ccri), or through any DoD Certified Value Added Network. Additionally, a paper form for registration may be obtained from the DoD Electronic Commerce Information Center at 1-800-334-3414. [Note: Companies that do not wish to conduct electronic commerce with the Federal Government at this time can reduce the amount of information they must provide by answering "no" to the question "Are you Electronic Data Interchange capable?"]

DoD would now like to use the CCR to comply with the recently enacted Debt Collection Improvement Act of 1996, which requires Federal agencies to have the Taxpayer Identification Number (TIN) of every contractor and to pay every contractor through electronic funds transfer. Having the necessary contractor information centrally available through the CCR where it can be accessed by both contracting and payment offices will greatly enhance DoD's ability to comply with the law. Additionally, contractors will have to provide this information only once and update it annually and as key company information changes, rather than providing it in response to every solicitation.



Therefore, I am proposing regulations requiring that, for awards resulting from solicitations issued after September 30, 1997, the contractor must be registered in the CCR or the contract cannot be awarded. This requirement will apply to all solicitations and awards, regardless of the media used: paper, oral, fax, electronic, etc. The only exceptions will be for purchases made with the Governmentwide commercial purchase card, contracting officers located outside the U.S., classified contracts, and contracts executed to support contingency or emergency operations.

The purpose of this memorandum is to inform you that changes to the DoD Federal Acquisition Regulation Supplement are in process to implement this requirement. A proposed rule will be issued shortly for public comment. Although the final rule may change somewhat based on the comments received, I believe it would be helpful for contractors to learn of this requirement as soon as possible. The Defense Finance and Accounting Service will include a notice about the new requirement in remittance advice furnished to contractors and on its World Wide Web site. I ask that you take whatever actions you can to inform contractors of the new requirement, such as by attaching a copy of this memo to newly issued solicitations.

A handwritten signature in black ink, reading "Eleanor Spector". The signature is fluid and cursive, with the first name "Eleanor" and the last name "Spector" clearly distinguishable.

Eleanor R. Spector
Director, Defense Procurement

cc: DSMC, Ft. Belvoir

REGIONAL ECRC CONTACTS

Atlanta ECRC
Georgia Institute of Technology
500 Tech Parkway
Atlanta, GA 30332-0585
800-894-8042
<http://www.ecrc.gatech.edu/ecrc/>

Bremerton ECRC
Hearthstone Center
Concurrent Technologies
Corporation
4312 Kitsap Way, Suite 104
Bremerton, WA 98312
800-478-3933
<http://www.ecrc.etc.com/becrc/becrc1.htm>

Cleveland ECRC
CAMP
2415 Woodland Ave.
Cleveland, OH 44115
800-991-3272
<http://www.ecrc.comp.org/>

Dayton ECRC
RJO Enterprises Inc.
240 West 5th St., Rm. 13000
Dayton, OH 45402-2302
513-449-6060
<http://dayecrc4.sinclair.edu/>

Fairfax ECRC
Dimensions International
10640 Page Ave., Suite 400
Fairfax, VA 22030
703-691-1507
<http://www.ecrc.gmu.edu>

Johnstown ECRC
Concurrent Technologies Corporation
1450 Scalp Ave
Johnstown, PA 15904
800-231-2772
<http://www/ecrc.etc.com/jecrc.htm>

Oakland ECRC
Nestel Center
Concurrent Technologies Corporation
475 14th St., 5th Flr
Oakland, CA 94612
888-625-3272
<http://www/ecrc.etc.com/oakland/>

Orange ECRC
Lamar Information Technology
Research Consortium
300 North Fourth St.
Orange, TX 77630
409-882-3950
<http://www.ptxecrc.com/>

San Antonio ECRC
Sunset Resources Inc.
4318 Woodcock Dr., Suite 200
San Antonio, TX 78228
210-732-1141
<http://www.saecrc.org/>

Scranton ECRC
University of Scranton
Communications Wing
St. Thomas Hall, Room 5118
Scranton, PA 18510-4693
800-575-3272
<http://www.ecrc.uofs.edu>